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Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 12 August 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

a. [REDACTED] (continued item)

(1) Work is continuing in the preparation of a study of additional construction work required in the outside area so as to enable better utilization of area in warehouse operations.

(2) With the completion of the fence enclosure, it has been determined that the guard force may be reduced by 10 - 12 guards previously required for security purposes.

b. Supply Training: (continued item)

Preparations have been completed for a week's indoctrination and familiarization of Supply Division operation for [REDACTED], EE, 25X1A9a for the period 17-26 August.

c. Supply Economy Program: (continued item)

(1) Only the offices in buildings I, J, K, and L remain to be checked in connection with supply economy program which is designed to return excess items of supplies and equipment to stock.

(2) The estimated value of excess material recovered through desk checks now approximates \$58,125 as of 7 August.

2. PROJECTS AND STUDIES IN PROCESS:

a. Stock Numbers for New Electronic Items: (continued item)

No change.

b. Cross Index Supplement to the Agency Catalog: (continued item)

No change.

c. Flex-O-Print Catalog: (continued item)

No change.

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d. Price Supplement to the Agency Catalog: (new and completed item)

A supplement to the Agency catalog indicating the unit price for each item in the Supply Catalog has been prepared. It is proposed that this supplement will be brought up to date every six months.

3. OTHER ITEMS OF INTEREST:

25X1A

a. Supply Regulations: (continued item)

Comments from LO components on the final coordination have been received and reviewed. Such changes recommended will be held pending results of final coordination at RCS, DD/A.

b. [REDACTED] (continued item)

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Nothing new to report.

c. Personnel for Supply Base [REDACTED]: (new and completed item)

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[REDACTED], recently retired from the Army with the rank of Master Sergeant, reported for duty 11 August. Because of [REDACTED] long experience in supply and warehouse operations in the Army, as well as his maturity and interest in the Agency, he is felt to be especially suited to an assignment [REDACTED] as Property Supply Officer. Moreover, [REDACTED] spent the remaining year of his active service in Supply operations with the Agency [REDACTED]

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d. Transportation Officer at [REDACTED] (new and completed item)

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The Chief [REDACTED] of the Transportation Division, have reported for the purpose of setting up the Transportation Section in the Depot. This assignment, it is believed, will greatly enhance shipping operations through the N. Y. Port, as well as to provide a recognition of some of the depot's operating problems in the handling of incoming and outgoing shipments.

e. Field Property Reports: (new and completed item)

During the past two weeks, 14 property reports have been received from field stations, with a total of 908 line items processed and posted to Headquarters records.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to attached supplement for current status and comments of major objectives for FY1954.

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